

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Class Standing:  SR  JR  SO  FR Semester/Year of Study: \_\_\_\_\_

Name and City/State of Institution: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Advisor Name (print): \_\_\_\_\_

**INSTRUCTIONS & POLICY**

**In order to attend another institution & transfer the credits back to Franklin Pierce University you must:**

1. Fill out the top of this form and have your advisor sign where indicated.
2. Return this form to the Office of the Registrar in DiGregorio.
3. When you have completed your course(s), have the institution you attended send an official Transcript of your final grades to:  
**Office of the Registrar, Franklin Pierce University, 40 University Drive, Rindge, NH 03461**

**In order to have these courses articulate (count for) *specific* requirements at Franklin Pierce, you must also:**

1. Attach the catalogue description and/or course syllabi of the courses you intend to take.
2. Complete the bottom of this form and have the appropriate Division Chair (from the Division that houses the Franklin Pierce course you wish to replace with your transferred course) sign where indicated below.

**Note: Important points to consider as you choose a course(s):**

- You must attend a regionally accredited school
- You must take a college level course (generally 100 level or above)
- Only a grade of "C" or better will be accepted for transfer credit purposes
- You cannot repeat a course you successfully completed at Franklin Pierce; credit will be given only once
- Transfer credits are applied to your record as credits only – they do not affect your GPA
- Retaking a class elsewhere that you previously failed at Franklin Pierce will not replace the "F" in your GPA

**ARTICULATIONS**

**Course Articulations:** If you wish to have courses taken elsewhere articulate for Franklin Pierce Courses, please complete the following and attach course descriptions to this form. Otherwise, courses will be counted as General Electives only.

Course Number & Title of Course to be taken:	Credit Hours:	Franklin Pierce Articulation:	Printed Name & Approval Signature of Division Chair:
1.			
2.			
3.			
4.			
5.			

Dean/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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